

AURORA WEST SCHOOL DISTRICT 129
JOB DESCRIPTION

POSITION: Security

CLASSIFICATION: Security

REPORTS TO: Lead Dean and Assistant Principal of Student Services

BASIC FUNCTION / DUTIES:

1. Monitor student behaviors in all locations throughout the school. Address inappropriate behavior per district and building procedures, and refer students to the appropriate House as needed.
2. Respond to emergency call buttons.
3. Assist Administration with conducting student and locker searches per district and building procedures.
4. Supervise and provide support for students in the In-School Intervention room.
5. Screen and authorize visitors (includes checking the Illinois Sex Offender Registry).
6. Supervise student entrance and monitor after school activities including outside events/rentals.
7. Manage access to the building after hours for school activities and outside events/rentals
8. Prevent and/or diffuse altercations by district and building procedures.
9. Deliver call slips or escort students as needed.
10. Check and secure bathrooms, doors, hallways, and stairwells.
11. Secure student, staff, and visitor parking and refer violations to Administration.
12. Supervise students during arrival and dismissal. Report any suspicious behavior of non-students to Administration per building procedures.
13. Supervise students in the cafeteria and remove students who are not in their scheduled lunch period
14. Supervise students throughout the school building before and after school hours.
15. Supervise classrooms when faculty have not yet arrived.
16. Write referrals for student misconduct per district and school procedures.
17. Scan and record accurate data into Minga.
18. Provide support to Administration with clearing the building at the end of the school day.
19. Other duties as assigned by Administration and Floor/Cafeteria Leads.